Center of Expertise: HRIT

As HR works through our reorganization, we will be introducing a Center of Expertise in each edition of this newsletter.

Playing a supporting role can be as vital as those on the front lines. The Human Resources Information Technology (HRIT) group plays that supporting role for not only all of the other areas in HR that have been spotlighted in previous articles, but also for the entire university. HRIT is composed of the System Development & Support unit and the SAP Functional and Development teams. Key areas of support for HRIT include:

Departmental Infrastructure
- Maintain desktop hardware and software
- Support in-house applications used by both HR and the university as a whole

Media and Reporting
- Design and maintain websites
- Support social-networking and communication initiatives
- Conduct Human Resources business intelligence and reporting

Business Systems
- Support HR and Payroll by determining needs, and designing, configuring and testing business requirements to enforce rules, policies, procedures, union bargaining agreements, and federal, state and local laws
- Support new application development (e.g., new Educational Assistance application, new HR/Payroll portal applications)
- Maintain HR applications by analyzing and testing updates, software patching and upgrading
- Support HR, Payroll and end users to analyze, troubleshoot and resolve system issues
- Design technical solutions to implement MSU HR business processes
- Develop and support programs, interfaces, HR forms, and self-service solutions
- Design and support workflows to automate business processes

As Human Resources continues its transformation and technology changes, this group will continue to ensure that Human Resources is able to meet its goals and serve the university.
Welcome Back Reminders

- Please remember that all official MSU email communications are sent to your MSU NetID email address. To ensure you receive all communications, either have your MSU NetID email forwarded to a departmental email (Learn more at http://techbase.msu.edu/article.asp?id=14344) or check it frequently so you don’t miss important communications.

- Employees needing Family Medical Leave Act (FMLA) assistance are strongly encouraged to make an appointment with an FMLA representative. This will help you get the best possible service. The FMLA specialists are Beth Tominski, 517-884-0188, handling last names A-L; and Sheila Chorey, 517-884-3652, handling last names M-Z.

Electronic I-9 Update

I-9 Implementation
The implementation of the electronic I-9 process is well underway with 15 departments/units participating. In addition, over 300 verifiers have been registered to use the electronic process. To date, nearly 1,000 I-9 forms have been successfully processed electronically. Our goal is to have all units utilizing the electronic I-9 by November 2014.

To accomplish this goal we need two things:
1. If you are currently completing Section 2 of the I-9 and have not attended training, please plan to attend a future training session. Compliance with Federal law is a major component of the I-9 process, therefore, we ask that verifiers attend this training prior to gaining access to the system. The next training is:
   • Thursday, August 28, 2014, 3 p.m. - 5 p.m.
   115 International Center
You do not need to register for this town hall training session.

Additional training sessions will be added in September at Human Resources and will be announced at a later date. Registration will be required in EBS for these programs.

We are continuously updating our FAQs and this information can be found at http://www.hr.msu.edu/i9/.

2. Units to determine the I-9 verifiers and the appropriate security role in order to best serve the organization. The system will allow multiple verifiers and different roles are available.

The following units are scheduled for implementation by mid-September:
• University Outreach & Engagement
• Research and Graduate Studies

I-9 Conversion
In order to finalize our conversion from a paper-based system, HR is performing a self audit. During this audit we have identified current employees with no I-9 on file or instances where a new I-9 is required due to conversion efforts. Please help support the audit by:

• Removing all I-9 forms from personnel files and supporting documentation and return to Human Resources, Suite 110, Nisbet Building.

• Assisting with obtaining new I-9s for current employees when contacted.

If you have additional questions please contact I-9 Project Manager Melinda Grubich at 884-0184 or Grubich@hr.msu.edu.

Did You Know…?
I-9 forms may be completed up to 180 days before an employee begins work. Section 1 of the I-9 can be completed anytime after an employee has been offered a position at MSU. Section 2 of the I-9 must be completed within 3 business days of the date the employee begins work.
1585 Contract Updates

This summer, representatives of the university and Local 1585 were busy negotiating a successor collective bargaining agreement. The agreement was successfully ratified by both parties prior to expiration of the previous agreement. The Employee Relations office is now preparing the agreement for signatures, printing, and distribution. A summary of changes include:

- Four-year agreement spanning August 1, 2014 through July 31, 2018
- Effective January 1, 2015, employees enrolled in the AETNA Dental plan will pay the monthly premium costs that exceed the Delta Dental plan. The amounts will be included in open enrollment materials
- A consumer-driven plan was negotiated for those employees that may qualify for health care coverage under the Affordable Care Act
- Union Security and Dues language was modified to be in compliance with Michigan’s Freedom-to-Work law
- Union will have right to meet with new or recycled bargaining unit members for union orientation which shall be scheduled with the supervisor with 48-hour notice
- Filling of Vacancy language was amended to allow one additional applicant from the seniority unit and one additional applicant from the bargaining unit to the interview list for jobs in grade level 12 or above
- Probationary period now defined as “first 1,040 hours of work and six months of employment” to account for those employees that may work extra hours during the first six months of employment
- Along with holiday pay and sick leave granted in the previous contract, temporary employees shall also now receive family sick and funeral leave from their date of hire, had they previously completed six months of employment
- Sick leave maximum accrual has been increased to 1400, however, payout at retirement remains the same at one half the maximum accrual of 1,200
- For computing overtime pay, all holiday hours paid will be considered time worked, all other restrictions removed
- Calculation of retirement benefits for those hired after July 1, 2010 has been amended
- Special Titles in the wage rate schedule have been moved into the regular schedule, resulting in the elimination of the six-month wage rate.

New Courses in Professional Development Services

The Office of the Controller is pleased to announce a new track of courses offered through Professional Development Services (PDS, formerly HRD), titled Targeted Topics in Accounting. These short two- to three-hour courses are intended to provide practical information and resources for fiscal officers, administrators and other financial system users in the areas of decision making, accounting, and reporting. Topics may change each semester to address current and relevant topics. Topics for Fall include:

- Ethics: Will it Pass the “Gut Check”?
- Fiscal Officer and Delegate Expectation
- Controller’s Office Accounting and Payroll Forum
- Service Center Billing Rates
- Introduction to the Financial System Support Team

Please log in at http://ebs.msu.edu/ and visit the Training Opportunities section of Employee Self Service (ESS) for additional details.

Recent Phishing/Phone Scams

Several members of the MSU community recently have notified the Michigan State University Police department about phishing emails and telephone calls attempting a scam. Protect yourself! Read the entire article by MSU Police at http://police.msu.edu/crimealert08192014.asp. Read our tips to avoid phishing on page four of this newsletter.
What you may have missed this month on our blog...

Sick Time vs. Family Sick Time

Have you ever wondered how sick time balances relate to family sick time balances?

Family sick time is not a separate bucket of hours to be used independently. It is a subset of sick time available to use for the illness of a member of the immediate family or other household members. Individual Collective Bargaining Agreements define the number of hours that may be used and for what circumstances. It is to be reported as family sick and is debited to the employee's sick leave balance as well as the family sick time balance.

Read the rest of the post here.

Don’t Get Caught By Phishing

Every time you open your email, you get junk mail. Most is obviously junk and we are all taught to delete immediately. But what if it looks legitimate? How can you tell if it’s real? You can and should protect yourself.

Information technology has put together some great information to help.

Read the rest of the post here.

Maximize Your Reading Experience With Books 24X7

Located within elevateU, Books 24×7 is an online resource designed to support the high-performance work culture at MSU. Books 24×7 allows users to effortlessly search for specific content or browse a topic of interest to enhance productivity and to save time. Users can create personal folders to save their resources in an organized fashion according to the specific topic or project. Books 24×7 users can also bookmark or annotate key sections within the content for easy tracking and quick retrieval. Between 75 and 150 new books are added to the online and mobile-friendly site every month, as users can recommend titles, publishers, authors, and topics using the support toolbar on the website.

Read the rest of the post here.
Professional Development Services’ Education Opportunities

To register or get more information on any of these upcoming HR Professional Development Services (PDS, formerly HRD) courses, look at the SpartansLearn.msu.edu catalog on the Human Resources website at www.hr.msu.edu. The current catalog is available under the “HR News” section of the HR website.

MSU Travel 101
Tuesday, September 9, 8:30 a.m. – 4:30 p.m.
Presenter: Debbie Gulliver, MSU Travel Office. $25.
This class is designed for employees who have been processing university business travel for less than 9 months. Topics include: travel contracts, authorizations, reservations, reimbursements, per-diem calculations, exchange rates, EBS processing and more.

Recognizing and Preventing Violence in the Workplace
Monday, September 15, 2 p.m. – 4 p.m.
Learn to identify and address warning signs in a timely manner to prevent violence in the workplace. MSU Police will provide instruction on how to identify behaviors, as well as give tips on intervention and how to best respond during a violent incident.

Payments to Non-Resident Aliens & Foreign Vendors
Tuesday, September 16 or Tuesday, October 21, 8:30 a.m. - Noon, or Wednesday, December 3, 1 p.m. – 4:30 p.m.
This session provides key information about making payments to non-U.S. vendors and individuals. Topics include: how to identify non-resident aliens and foreign vendors, visas, payment types, professional services contracts, U.S. taxes on payments, tax treaties and processing disbursement vouchers for payment.

Best Practices for Writing Policies & Projects
Tuesday, October 7, 8:30 a.m. - 3 p.m.
Presenter: Jackie McCarrol, McCarrol Associates. $163.
It can be challenging to write policies and procedures in clear terms that can be understood by all. This course will address proven strategies to make this task easier and help you get effective results.

Benefits/Retirement Investment Education
To register or get more information, call 517-353-4434 or email benefitsinfo@hr.msu.edu. Sessions are free and held in 125 Nisbet Building. Registration is requested.

MSU Benefits/Retirement Orientation
Wednesday, September 17, at 12:30 p.m.
Presenters: Human Resources staff.
Recommended for anyone new to benefits or signing up for a retirement plan.

Contact HR

• 517-353-4434 or benefitsinfo@hr.msu.edu for questions related to benefits.

• 517-353-3720 or hrstaffingservices@hr.msu.edu for questions related to hiring, staffing, classifications, compensation and job postings.

• 517-355-1526 or records@hr.msu.edu for questions related to processing of academic hires and academic job postings.

• 517-353-4330 or records@hr.msu.edu for questions related to employment verification and time processing.

• 517-355-0183 or ProDev@hr.msu.edu for questions related to professional development courses.

• 517-353-5510 or hr.er@hr.msu.edu for questions related to unions, grievances, arbitration and employee discipline.